

Conf. File

Sanitized - Approved For Release: CIA-RDP

25X1A9a

File On Main

100320001-3

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for your use on equipment

8 February 1957

Original went to

Records Management Staff

Office of Communications Records Management Officer

25X1A9a

7/14

Report of Office of Communications Records Volume and Records Equipment Inventory, 1 January 1956 - 1 January 1957

1. The following data reflects the volume of record material and inventory of records equipment in the Office of Communications Headquarters during 1956 and is forwarded for your information.

A. Records Equipment on hand 1 January 1957

| | |
|---------------------------------|-----|
| (1) Combination Safes | |
| 2 Drawer | 8 |
| 3 Drawer | 1 |
| 4 Drawer | 197 |
| 5 Drawer | 6 |
| 8 Drawer (IBM Tabulation Cards) | 8 |
| Ghost Type Combination Safe | 4 |
| (2) Steel File Cabinets | |
| 4 Drawer | 10 |
| 5 Drawer | 22 |
| (3) Boxes | |
| 16 Drawer | 3 |
| 17 Drawer | 24 |
| (4) Map cases with lock | 6 |

B. Records Volume (Estimated)

| | |
|--|--------------|
| Records on hand 1 January 1956 | 2004 cu. ft. |
| Records transferred to Central Personnel Files | 7 cu. ft. |
| Records retired to Coast Archives 1956 | 32 cu. ft. |
| Records destroyed during 1956 | 45 cu. ft. |
| Records created or received during 1956 | 134 cu. ft. |
| Records on hand 1 January 1957 | 2054 cu. ft. |

Chief, CC-Records Control

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